

DAILY TIME RECORD **MIRAFLO, MARIA ROBERTA S.** (NAME)

For the month of
 January 1 - 31, 2022
 Official hours for arrival and departure
 8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-SAT						Off
2-SUN						Off
3-MON	7:49	12:00	12:30	5:00		Absent
4-TUE	Calamity Leave					Absent
5-WED	7:54	12:00	12:50	5:05		Absent
6-THU	7:52	12:05	12:50	5:11	8hrs	
7-FRI	7:58	12:05	12:40	5:05		Absent
8-SAT						Off
9-SUN						Off
10-MON	7:55	12:07	12:45	5:00		Absent
11-TUE	7:58	12:10	12:40	5:00		Absent
12-WED	7:58	12:03	12:48	5:00	8hrs	
13-THU	7:58	12:10	12:52	5:02		Absent
14-FRI	Calamity Leave					Absent
15-SAT						Off
16-SUN						Off
17-MON	Calamity leave					Absent
18-TUE						Absent
19-WED] WFH					Absent
20-THU						Absent
21-FRI						Absent
22-SAT						Off
23-SUN						Off
24-MON	7:50	12:00	1:00	5:00		Absent
25-TUE	7:50	12:00	12:50	5:00		Absent
26-WED	7:52	12:05	1:00	5:00		Absent
27-THU	7:50	12:30	12:55	5:00		Absent
28-FRI	7:42	12:00	12:45	5:00		Absent
29-SAT						Off
30-SUN						Off
31-MON	WFH					Absent

I CERTIFY on my honor that the above is true and correct report of the hours of work performed record of which was made daily at the time of arrival at and departure from office.

MARIA ROBERTA S. MIRAFLO

VERIFIED as to prescribed office hours

RYSAN C. GUINOCOR

Director
 Office of the Director for Administrative Services

te Generated: Feb/07/2022 02:51:00

OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION AND FINANCE

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MENT REPORT

18-21, 2022
Covered)

OBERTA S. MIRAFLO was approved on a
 covered and that I actually accomplished and
 own below:

mplished and delivered/submitted	Equivalent Points
ff for the designation of my OICship	8.0
OHRA OPCR and emailed the file to our	
aff on the FOI Report and approval of	
ng on the Preparation for the VSU	8.0
e 2021 FOI Reports (FOI Inventory, FOI Reports) and emailed to OHRA Staff for	
reports and Quality Records Matrix under OVPAF	8.0
mmendation for the office dDRC and	
on the delivery and installation of Metal them to start the arrangement of current ata filers	
D-FOI Tool for submission to FOI-PMO	
agement Office (PMO) the agency's y Information Inventory, FOI Registry	
on the WFH scheduling	
native Work Arrangement and the letter ice dDRC and alternate dDRC	8.0
urlas on MOM for submission to COA	
AS Staff on the posting of the FOI ency Seal	
l Validation Form for FY 2021 PBB	
d Cash Office re: Honorarium of Atty.	
e FY 2021 PBB submission	
MT Members the reply from AO25 re: 020 PBB	8.0